

11. ADMINISTRATIVE NATURALIZATION

Office or Division:	Special Committee On Naturalization, Special Committee on Naturalization Secretariat, Special Committee on Naturalization Technical Working Group
Classification:	Under Special Law - R.A. 9139 Administrative Naturalization Law of 2000
Type of Transaction:	Government to Citizens
Who may avail:	<p>Aliens must possess the following qualifications:</p> <ol style="list-style-type: none"> 1. Applicant must be born in the Philippines; 2. Residing in the Philippines since birth; 3. Must not be less than eighteen (18) years of age, at the time of filing of his/her petition; 4. Must be of good moral character; 5. Believes in the underlying principles of the Constitution; 6. Must have conducted himself/herself in a proper and irreproachable manner during his/her entire period of residence in the Philippines in his relation with the duly constituted government as well as with the community in which he/she is living; 7. Must have received his/her primary and secondary education in any public or private educational institution duly recognized by the Department of Education, Culture and Sports, where Philippine history, government and civics are taught and prescribed as part of the school curriculum and where enrollment is not limited to any race or nationality. 8. If the applicant has minor children, he/she must have enrolled them in similar schools; 9. Must have a known trade, business, profession or lawful occupation, from which he/she derives income sufficient for his/her support and if he/she is married and/or has dependents, also that of his/her family. This shall not apply to applicants who are college degree holders but are unable to practice their profession because they are disqualified to do so by reason of their citizenship; 10. Must be able to read, write and speak Filipino or any of the dialects of the Philippines; and 11. Must have mingled with the Filipino and evince desire to learn and embrace the customs, traditions and ideals of the Filipino people.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Original Petition</p> <ol style="list-style-type: none"> 1. Authenticated copy of Birth certificate of the Petitioner; 2. Certified true copy of petitioner's alien certificate of registration (ACR); 3. Certified true copy of petitioner's native-born certificate of residence (NBCR); 4. Authenticated copy of petitioner's marriage certificate, if married; 5. Authenticated Death certificate of his/her spouse, if widowed; 6. Certificate true copy of Court decree annulling his/her marriage or granting legal separation, if such was the fact; 7. Authenticated Birth certificate of petitioner's minor children; 8. Certified true copy of ACRs of petitioner's minor children; 9. Certified true copy of NBCRs of petitioner's minor children; 10. Duly notarized Affidavits of financial capacity by the petitioner, duly supported by the bank certifications, 	

<p>passbooks, stock certificates, or proof of ownership of other properties;</p> <ol style="list-style-type: none"> 11. Duly notarized Affidavits of at least two (2) credible witnesses who must be Filipino citizens of good reputation in petitioner's place of residence; 12. Medical certificate from a government hospital stating that petitioner is not suffering from mental alienation or a user of prohibited drugs or otherwise a drug dependent and that he/she is not afflicted with acquired immune deficiency syndrome (AIDS), or any incurable contagious disease. Please refer to the list of accredited government hospitals; 13. Certificate true copy with school zeal of diploma and transcript of records of the petitioner from school/s he or she attended in the Philippines; 14. Certified true copy with school zeal of diploma, transcript of records, certifications (from the school) stating that petitioner's minor children are enrolled in public schools or private educational institutions duly recognized by the DECS, where Philippines history, government and civics are taught and prescribed as part of the school curriculum and where enrollments not limited to any race of nationality; 15. Petitioner's income tax returns for the past three (3) years; 16. Petitioner's receipts of payment of income tax for the past three years. 	
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<p>For Derivative Petition (Wife)</p> <ol style="list-style-type: none"> 1. Authenticated copy of Birth Certificate; 2. Authenticated copy of Marriage contract; 3. Certificate true copy of Latest alien certificate of registration (ACR); 4. Certificate true copy of Latest native-born certificate of residence (NBCR); 5. Immigrant certificate of residence (ICR); 6. Latest Passport; 7. Clearances from the following: <ul style="list-style-type: none"> - National Bureau of Investigation - Regional Trial Court in the place of residence - Police in the place of residence - Provincial or City Prosecutor in the place of residence; 8. Medical certificate issued by a government physician 9. Authenticated copy of Birth certificate/s of applicant's minor children; 10. Other relevant documents that the applicant may desire to attach to her petition in support of the same. 	
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For Derivative Petition (Children)				
<ol style="list-style-type: none"> 1. Authenticated copy of Birth Certificate; 2. Certificate true copy of Latest alien certificate of registration (ACR); 3. Certificate true copy of Latest native-born certificate of residence (NBCR); 4. Immigrant certificate of residence (ICR); 5. Latest Passport; 6. Medical certificate issued by a government physician 7. Certified true copy of Diploma/Transcript of record with school zeal and certification (from the school) stating that petitioner's minor children are enrolled in public or private schools duly recognized by DepEd, where Philippine history, government and civics are taught and prescribed as part of the school curriculum and where enrollment is not limited to any race or nationality; 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits all required documents	Handing out of Application Forms thru sale to prospective applicants for naturalization (includes the list of requirements to be attached to the application).	P 1,000	1 Hour	SCN Secretariat
2. Applicant waits for feedback and further instructions.	Upon receipt of the petition, a Pre-Evaluation will be conducted to determine if it can be accepted or not.	None	2 Hours	SCN Secretariat
3. Applicant waits for feedback and further instructions.	Filing and acceptance of the petition (if it passes the pre-evaluation stage). If it does not pass the pre-evaluation, it shall be returned to the petitioner with the list of the lacking or defective documents that must be submitted or complied with in order for his/her petition to be accepted.	P 39,000	1 Hour	SCN Secretariat
4. Applicant waits for feedback and further instructions.	Assignment (by raffle) of the petition to the NRO	None	2 Days	Executive Director of SCN

	(Naturalization Review Officer) who is an OSG Lawyer.			
5. Applicant waits for feedback and further instructions.	Upon receipt of the petition, the NRO will conduct an Evaluation Proper to determine if its sufficient in form and substance.	None	7 Days	NRO
6. Applicant submits additional requirements	If the petition is not sufficient in form and substance, the NRO may require the petitioner to submit additional requirement/s or the former may set an initial interview with the latter.	None	2 Days	
7. Applicant waits for feedback and further instructions.	On the other hand, if the petition is sufficient in form and substance, or that the petitioner has complied with the submission of additional requirement/s, or the NRO is satisfied in the initial interview, the petition is approved by the latter for dispatch to other government agencies and for publication.	None	2 Days	NRO, Chief of Staff to the Executive Director and SCN Secretariat

<p>8. Applicant waits for feedback and further instructions.</p>	<p>Preparation of letters-request to various government agencies [BI (Bureau of Immigration), DFA (Department of Foreign Affairs), NBI (National Bureau of Investigation), LCR (Local Civil Registrar) of petitioner's place of residence, NICA (National Intelligence Coordinating Council) and PSA (Philippine Statistics Authority)] for posting of the petition in their respective premises, and for background and record checking of the petitioner. The petition is also raffled and assigned to an accredited newspaper publishing company for publication.</p>	<p>None</p>	<p>3 Days</p>	<p>Executive Director, Chief of Staff to the Executive Director and SCN Secretariat</p>
<p>9. Applicant coordinates with newspaper company</p>	<p>Dispatch of letters-request to the government agencies mentioned above and the notice of publication to the petitioner (It is he/she who will directly coordinate with the newspaper company)</p>	<p>None</p>	<p>1 Day</p>	<p>SCN Secretariat and Document Management Division of the Docket Management Service</p>
<p>10. Applicant waits for feedback and further instructions.</p>	<p>Waiting time for the said government agencies to submit their respective reports regarding the petition, including the affidavit of publication of the newspaper company.</p>	<p>None</p>	<p>8 Months</p>	<p>Personnel concerned of the government agencies, representative of the newspaper company concerned, and the petitioner</p>

11. Applicant waits for feedback and further instructions.	Upon completion of all the government agency reports plus the affidavit of publication, the NRO will conduct an evaluation of the said reports. He/She may also, in the process, require the petitioner to submit additional document/s if deemed necessary.	None	5 Days	NRO
12. Applicant waits for feedback and further instructions.	If the NRO, after reviewing the reports is satisfied, or until the petitioner has submitted the additional document/s required, he/she is scheduled for a written exam and interview with his/her character witnesses. A notice of exam and interview is then sent to the petitioner's current address.	None	5 Days	NRO, Chief of Staffs and SCN Secretariat
13. Applicant undergoes examination and interview. Character witnesses undergo interview.	Exam and Interview of the petitioner and his witnesses (only the petitioner will undergo the written exam).	None	4 Hours	NRO, SCN Secretariat

<p>14. Applicant waits for feedback and further instructions.</p>	<p>Preparation by the NRO of the Evaluation Report, which contains his/her recommendation whether to approve, deny or defer the petition for naturalization until compliance with certain requirements, and his/her legal basis for arriving at such conclusion. He/She may also, while in the process of preparation, require the petitioner to submit additional document/s if necessary. After drafting the report, the NRO will then submit it to the Executive Director for his/her own review and recommendation.</p>	<p>None</p>	<p>1 Month</p>	<p>Executive Director, Chief of Staff, and NRO</p>
<p>15. Applicant waits for feedback and further instructions.</p>	<p>After submission by the NROs of the evaluation reports of the petitions assigned to them, respectively, and the review and recommendation of the Executive Director, the SCN will conduct a meeting to deliberate on the merits of the petitions included in the agenda, and to decide whether to adopt or reverse the findings of the NROs and the Executive Director on their reports and recommendations. If the petition is approved, the decision of the Committee is deemed final and executory. However, if the petition is denied or</p>	<p>None</p>	<p>6 Hours</p>	<p>SCN (the Solicitor General as <i>Chairman</i>, the Secretary of Foreign Affairs or his representative, and the National Security Adviser or his representative), Executive Director, and Chief of Staff to the Executive Director</p>

	deferred, the petitioner may be given an opportunity to move for the reconsideration of the same.			
16. Applicant prepares for Oath Taking ceremony.	After the meeting, a date and venue is set for the oath-taking ceremony for those applicants whose petitions were approved. Notices of Approval and Oath-Taking are then sent to the petitioners mentioned, while Notices of Denial or to Defer petition are sent to those unsuccessful petitioners or those who must comply or submit further additional document/s in order for the SCN to re-evaluate their petition. Further, payments for the oath-taking fee and other requirements for oath-taking are collected from the successful petitioners.	P 100,000	3 weeks	Executive Director, Chief of Staff, and SCN Secretariat
17. Applicant take their oath of allegiance as new Filipino Citizens. Applicant also sign copies of their Certificate of Naturalization and Oath of Allegiance Certificate.	Oath-Taking Ceremony, where the successful applicants will take their oath of allegiance as new Filipino citizens. They will also sign copies of their Certificate of Naturalization and Oath of Allegiance Certificate.	None	3 Hours	SCN, Executive Director, Chief of Staff, Master of Ceremonies, and SCN Secretariat
18. Applicant waits for feedback and further instructions.	After the ceremony, the Certificates signed by the petitioners are then forwarded to the Solicitor General and the Executive Director for their signature	None	2 Weeks	Solicitor General and Executive Director

19. Applicant waits for feedback and further instructions.	After signing the Certificates, copies are sent to the BI for the cancellation of the ACR (Alien Certificate of Registration) and I-Card of the petitioners who have taken their oath of allegiance; and to the respective LCRs of the place of birth of the petitioners for annotation purposes. Further, the original copies are handed out to the petitioners as their personal copy.	None	4 Days	Executive Director, Chief of Staff, and SCN Secretariat
20. Applicant waits for feedback and further instructions.	Upon dispatch of the copies of the Certificates, the office copy including the application forms of the successful petitioners are then scanned. The records of the petition are then placed in a storage box for safe-keeping.	None	2 Weeks	SCN Secretariat
21. Applicant waits for feedback and further instructions.	On the other hand, those whose petitions are denied may opt to file a Motion for Reconsideration, setting forth arguments as to why their petitions merit reconsideration by the Committee.	None	No Period Stated in the Law	SCN Secretariat
22. Applicant waits for feedback and further instructions.	Upon receipt of the MR, it shall be forwarded to the Executive Director who shall calendar and include it as on of the agendas of the next SCN Meeting and Deliberation	None	No Period Stated in the Law	Executive Director and Chief of Staff